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வெளிநாட்டு உறவுகள் அமைச்சு

MINISTRY OF FOREIGN RELATIONS

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எனது இல
My No

POL/COM/214 Vol.VI

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உமது இல
Your No

දිනය
திகதி
Date

02.07.2020

Secretary
Ministry of Health and Indigenous Medical Services
Suwasiripaya, No. 385
Rev.Beddegama Wimalawansa Thero Mw.
Colombo 10

Commonwealth Secretariat - Notification of Vacancy Post Title: Adviser - Health

01. We write with reference to the attached communication dated 25th June 2020 received from the Commonwealth Secretariat inviting suitable candidates from the member governments for the above post (**ANNEX I**).
02. In line with the Commonwealth's commitment to gender equality, the Commonwealth Secretariat encourages applications from appropriately qualified women for this post. An application pack including the job description and person specification, together with the summary terms and conditions of service applicable to the post, are also attached at **ANNEX I** for your reference. The attached documents are also available at <http://thecommonwealth.org/jobs>.
03. Applications including the curriculum vitae and three referees, accompanied by a short covering letter setting out their relevant experience and skills in relation to the competencies and other requirements for the post should be made via online application system at <http://thecommonwealth.org/jobs> no later than **Thursday 16 July 2020 at 17:00 BST**.
04. Forwarded for your information and necessary action as appropriate please.

Asst. Director/Europe and Central Asia
for Secretary/Foreign Relations

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25 June 2020

Notification of Vacancy

Post Title: Adviser - Health

The Commonwealth Secretariat invites member governments to draw the attention of their citizens to this vacancy and to encourage suitable applicants.

All applications will be subject to the Secretariat's competitive recruitment process.

An application pack including a job description and person specification, together with the summary terms and conditions of service applicable to the post, are attached. These documents are also available on the Commonwealth Secretariat's website, <http://thecommonwealth.org/jobs>

In line with the Commonwealth's commitment to gender equality, the Commonwealth Secretariat encourages applications from appropriately qualified women for this post. In making appointments, particularly to senior positions, the Secretary-General also takes into account the representational balance of staff from across the regions of the Commonwealth.

All applications, including those supported by member governments, will be acknowledged. The Commonwealth Secretariat receives an extremely high volume of applications for each role and values each one. You can expect to be notified of the outcome of your application in due course, before the recruitment process concludes.

All applications for the post should include a curriculum vitae and three referees, accompanied by a short covering letter setting out their relevant experience and skills in relation to the competencies and other requirements for the post. All applications should be addressed to Human Resources, Commonwealth Secretariat. The closing date is **Thursday 16 July 2020 at 17:00 BST**.

For: Teresa Haskins
Director, Human Resources and Facilities Management

Encl.



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Adviser - Health; Economic, Youth and Sustainable Development Directorate

APPLICATION GUIDELINES - COMMONWEALTH SECRETARIAT HEADQUARTERS

The job description and person specification detail information on the division/unit, and the educational qualifications, experience and competencies required for the post. A summary of the terms and conditions for this post is also made available to you.

- You must be a **national of a Commonwealth Country**. You will be required to provide evidence of this if you are shortlisted for the post.
- It is the Commonwealth Secretariat's policy not to employ close relatives of current members of staff.
- All appointments are subject to **satisfactory references**. You will be required to provide details of three referees, one of whom should be your current or most recent employer and one for your employer prior to that, ensuring that you account for the last two years of your employment history in your application. Referees should not be related to you and should be able to give an assessment of your professional abilities as well as your character. The secretariat reserves the right to take up all references including the current employers during the selection process.
- You will be required to produce evidence of any educational and professional qualifications to support your application on the day of your interview.
- Salary on appointment is £73,171 per annum. This is subject to the deduction of internal income tax (currently aligned with UK income tax rates) and UK National Insurance contributions (from which overseas-recruited Diplomatic staff members are exempt).
- The Commonwealth Secretariat's retirement age is 65. You are expected to be able to serve a minimum 3 year term before your retirement age.

If you wish to be considered for this post, please ensure that you submit your **curriculum vitae** together with a **covering letter** setting out your experience and skills in relation to the person specification, competencies and other requirements for the post. Your application should be received no later than **Thursday 16 July 2020 at 17:00 BST**.

Applications should be made via our online application system at <http://thecommonwealth.org/jobs>.

Thank you for your interest in working at the Commonwealth Secretariat.

The Recruitment Team
The Commonwealth Secretariat
E-mail: HQ-Recruitment@commonwealth.int



SUMMARY OF TERMS AND CONDITIONS FOR PAY POINT F

This is a summary of the principal terms and conditions for Pay Point F at the Commonwealth Secretariat. These terms and conditions are non-negotiable. The full terms and conditions are set out in the Commonwealth Secretariat Staff Rules and Regulations which form part of the contract of all staff members.

A. GENERAL

<i>Contract Term</i>	Appointments are on limited term contracts of usually three years. Contracts may be renewed by mutual agreement subject to fully satisfactory performance, the organisations requirements at that time and availability of funds. The Secretary-General will retain the flexibility to approve or decline extensions as circumstances warrant.
<i>Medical</i>	Appointments are subject to passing a medical examination.
<i>Clearance</i>	Appointments are subject to government clearance to the extent that person's own government raises no objection to their suitability for employment.
<i>Probation</i>	All appointments are subject to a six-month probationary period. This may be extended at the Secretary-General's discretion for up to another six months.
<i>Period of Notice</i>	During probationary service, the appointment may be terminated by the Secretariat giving five weeks' notice. Thereafter employment may be terminated by the Secretariat giving six months, or by the staff member giving three months, written notice.
<i>Annual Leave</i>	Subject to the terms of the letter of appointment, each full-time staff member shall accrue annual leave at the rate of 30 working days per year. Leave without pay will not qualify for the earning of annual leave entitlements.
<i>Retirement Age</i>	The Commonwealth retirement age is 65, and it is expected that candidates would be able to complete a minimum of a three-year contract.
<i>Private Healthcare and Dental Cover</i>	The Secretariat provides non-contributory private healthcare and dental cover for all London-based employees, their spouses/officially recognised partners and children. The cover is subject to underwriting conditions.

Insurance

Subject to funding, the Secretariat may put in place various insurance schemes for its employees. Where such policies are in place, they shall be subject to the conditions of the underwriters and may change from time to time. Among the insurance policies the Commonwealth Secretariat provides is the Personal Accident/Travel policy. With regard to bodily injury, the underwriters' conditions for that policy provide for the following, in respect of pre existing conditions;

Any contributory degenerative condition or disablement (as determined by a Qualified Medical Practitioner) known by the Insured Person to be in existence at the time of sustaining bodily Injury will be taken into account by Insurers in assessing the level of benefit payable.

Further information on the existing policies would be made available to staff by the Human Resources and Facilities Management Division (HRFM) on request. Staff shall be notified of any changes in the policies as they become necessary from time to time.

Internal tax

In accordance with the "International Organisations Act 2005", Staff of the Commonwealth Secretariat are exempt from United Kingdom income tax on their salaries and emoluments on condition that the Secretariat levies its own internal income tax for the benefit of the Secretariat.

Internal tax rates are aligned to UK rates and allowances for the relevant tax year. The rates and allowances are applied proportionately for all staff who join or leave the Secretariat part way through the UK tax year (6th April - 5th April).

Joining the Secretariat part way through the tax year will result in you being placed on emergency tax code. This includes an amount equivalent to the UK annual tax free allowance divided into equal monthly amounts. By applying this rate, you will effectively receive a pro-rated tax free allowance for the portion of the tax year worked at the Secretariat.

Staff who were liable to pay UK tax prior to recruitment may be entitled to a refund of tax from the Her Majesty's Revenue & Customs (HMRC) if they have previous taxed earnings in the tax year of joining the Secretariat. The employee would need to apply to HMRC to determine this. Staff liable to pay tax in other jurisdictions/countries would need to apply to the relevant tax jurisdiction to establish whether they would be entitled to a refund of tax.

Further information on the above schemes can be obtained from the Secretariat Payroll team via Human Resources.

B. APPOINTMENT OF BRITISH CITIZENS AND UK RESIDENTS

Salary £73,171 per annum gross, subject to deductions of National Insurance contributions and Commonwealth Secretariat internal income tax aligned with UK income tax rates. This salary is fully inclusive. (Please refer to section A for further information about internal tax).

C. APPOINTMENT OF OVERSEAS RECRUITED STAFF (NON UK NATIONALS)

“Overseas Recruited Staff Member” means an officer of the Secretariat whose stay in the UK is contingent upon their employment with the Secretariat. Should such a staff member acquire or have, while employed in the Secretariat, been entitled to British nationality or residential status in the UK the staff member will cease, from the date of acquisition or entitlement, to be an overseas recruited staff member.

Salary £73,171 per annum Gross. Please note Salaries for overseas staff will be subject to deductions of National Insurance contributions and Commonwealth Secretariat internal income tax aligned with UK income tax rates. (Please refer to section A for further information about internal tax).

Installation and Termination Grant Will be provided on commencement and termination of appointment at 7% of net salary.

Expatriation Allowance Payable on a monthly basis at a rate of 1/12th of 14% of your gross annual salary.

Travel Upon commencement and termination of service, the staff member, and accompanying dependent family members, as defined in the Human Resource Handbook, will have their air travel costs met by the Secretariat in accordance with the Travel and Expense Policy and procedures.

For all journeys, the most direct means of air travel available will be provided. In respect of the accompanying family members the relevant journey must be made within 6 months of the eligible staff member's own journey.

If travel is not at the same time as the member of staff, family members will only be entitled to economy class travel, irrespective of length of journey.

Home Leave The staff member is entitled to home leave once in every three years of qualifying service.

Education Allowance An education allowance will be payable, provided the dependent* child is in continuing full-time education (school and undergraduate

level) at the time of the staff member's appointment.

The staff member may be entitled to 75% of the maximum amount of £24,941 per year which equates to £18,706 of admissible costs per child per scholastic year. Full details of the Education Assistance Policy is available on request.

*Transporting
Effects on
termination*

The Secretariat will pay the cost of transporting by sea a staff member's effects up to 1,000 cubic feet in the case of a single staff member, and up to 1,500 cubic feet in the case of a married staff member plus an allowance of 100 cubic feet per dependent child residing with the head of the family. In addition, up to 15 kilograms of excess accompanied luggage by air will be allowed on joining and termination for the staff member, spouse and each dependent child. Not more than one automobile may be allowed to be transported. The Secretariat will meet the reasonable cost of insurance of personal effects. The Secretariat will meet the reasonable cost of insurance of personal effects. For a 20-foot container (with an internal volume of 1,050 cubic ft) the value of goods insured is up to £35,000. For a 40-foot container (with an internal volume of 2000 cubic ft) the value of goods insured is £70,000.

*Expatriation
Benefits*

Should the staff member acquire resident status in the UK, the entitlement to expatriate salary and other benefits will cease immediately. Staff claiming these benefits will be required to sign an annual 'residential status certificate'. An improper claim will lead to disciplinary action.

*Subsistence
Allowance on
commencement
and termination*

When taking up an appointment and provided a staff member stays in approved accommodation, subsistence allowance at the appropriate United Nations rate will be paid in respect of the staff member, accompanying spouse (75 per cent) and dependent children* (50 per cent) for a period of up to two weeks from the date of the staff member's arrival. Thereafter, an additional period of three weeks will be granted. The total stay in approved accommodation is for a maximum of five weeks. Two weeks' subsistence allowance will be paid on termination.

*Diplomatic
Immunities &
Privileges*

There are no diplomatic immunities and privileges attached to the holder of this post. Staff members are expected to observe the laws of the UK and other countries in which they may work. Any involvement with the police or other law enforcement authorities must be reported.

"A Dependant Child is an unmarried natural child or a legally adopted child, who normally resides with the employee and is under the age of 18 or member of an employee's family under 25 and in full-time education. The Secretary-General has discretion to declare a child who is not the natural or legally adopted child to be a dependent child and to waive the age limits and education requirements where the child is differently abled." Unless otherwise specified, no more than three children (as designated by the staff member) will be considered as "dependent" for the purpose of these rules.



The Commonwealth

JOB AND TASK DESCRIPTION

Job Title:	Adviser - Health
Directorate:	Economic, Youth and Sustainable Development
Grade:	F

Reports To:	Head of Social Policy Development
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General Information

The Health Section is under the supervision of the Head of Social Policy Development, who in turn reports to the Director of the Economic, Youth and Sustainable Development. The Commonwealth Secretariat's programme of work on health is embedded in the Secretariat's Strategic Plan, focusing on assisting member countries to develop and implement policies that reduce disparities and improved health outcomes, with particular reference to Universal Health Coverage (UHC) in relation to addressing communicable and non-communicable diseases (NCDs) as well as other Commonwealth priorities. Additionally, the work programme supports the convening of the annual Commonwealth Health Ministers Meeting (CHMM), informing the deliberations and experience sharing. CHMM and the related Commonwealth Advisory Committee on Health (CACH) provide a unique opportunity for member countries to share and learn from each other, forge common goals and work together to achieve consensus on policy positions and collaborative actions.

The Commonwealth is committed to actively pursuing the attainment of the Sustainable Development Goals 2030 Agenda, which reflects the values and principles of the Commonwealth Charter. The objective and focus of the Health Section is to support member states through policy analysis and development, regulatory frameworks and systems for strengthening of policies and bridging gaps between policy formulation and implementation. The work approach will be anchored on in-depth research, social policy analysis, documentation of Commonwealth good practices and models.

Job summary

Reporting to the Head of Social Policy and Development, the Advisor will be responsible for taking forward the development of the Unit's work in a number of key areas in the context of a Results Based Management (RBM) framework. He/she will ensure that delivery reflects the mandates from Commonwealth Heads of Government Meetings (CHOGM), Health ministerial meetings, and builds upon the comparative advantage of the Secretariat. This will be achieved by enhancing the positive impact of social development and strengthening national policies and frameworks for improved health outcomes. Essential to this work will be the strengthening of collaboration within the Unit, the Secretariat and beyond.



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Task description

Under the direction of the Head of Unit, the post holder will be responsible for:

Programme Implementation:

- Contribute to and participate in the Conferences of Commonwealth Health Ministers (CHMMs) as required;
- Support member governments and other partners to develop joint programmes through technical support, project design, international workshops, seminars, consultations, research, needs and situational analysis; and
- Initiate and conduct dialogues with member countries and development partners in support of priority health objectives and goals in line with needs of member countries and the Commonwealth Secretariat's strategic plan.
- Develop intervention strategies and undertake activities that contribute to strengthening health policies and systems, and where it will enhance impact, in collaboration with other key stakeholders, including *inter alia*, develop and maintain the Secretariat's health work:
- Focusing on interventions and policies which compliment global initiatives on access and equity;
- In relation to inclusive quality health with focus on improved standards, quality of content and delivery;
- Plan and deliver an effective advocacy strategy to raise the visibility of the issues, challenges and priorities of Commonwealth members, including small states;
- Identify internal areas for cross disciplinary collaboration with other sections divisions such as Gender Section, Youth Affairs, Economic Affairs and Strategic Planning and Evaluation Divisions; and
- Monitor, evaluate, and report periodically on the assigned health programme and its impact
- Adhere to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy; and
- Perform any other duties that may be required from time to time

Research and comparative analysis:

- Provide professional, technical and strategic leadership to the Health programmes and activities to promote new Internationally Agreed Goals (IAG) in the context of the Commonwealth; and
- Support the Head of Unit to develop a programme of capacity building and research activities in Commonwealth Small States in relation to their priority areas of work.



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- Commission and supervise research activities to inform evidence-based policy advice.
- Access and disseminate information for the Secretariat on emerging issues, data and trends in Health within the Commonwealth and globally;

Networking and Knowledge Exchange and Management through “Knowledge Hubs”

- Represent the Commonwealth Secretariat on relevant Inter Agency committees, regional and global advisory committees hosted by strategic partners;
- Provide advice and assistance to member states, regional bodies and national associates and organisations on policy, governance and management issues, on regional and Pan-Commonwealth health initiatives; and
- Using the Health Knowledge Hub to facilitate the sharing of good practices, for advocacy and networking between Commonwealth member states.

Person Specification

Education

- Master’s degree in Health related field

Desirable:

- Undergraduate degree in Health, Development or related Social Science subject

Experience:

- 10 years of relevant work experience in Social Development including Health and Social Policy;
- Substantive knowledge of inclusive and quality health systems, structures, policies and frameworks;
- Experience in quantitative and qualitative research and managing professionals and consultants;
- Experience of working (in health) for, or with the government sector, donor agencies, multilateral or intergovernmental organisations;
- Experience of writing briefings, policy briefs, research papers and editing publications for large audiences;
- Successful experience of working in health in a developing country, ideally in the Commonwealth;
- Experience of representative work with senior government officials and Ministers planning and managing high profile events;



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- Demonstrable team spirit and proven capacity to network and build effective partnerships and work collaboratively on programmes/projects activities to meet set goals and targets; and
- Experience in managing project teams and other stakeholders.

Desirable:

- Experience in one or more Commonwealth countries, regional or multilateral organisation or developing countries;
- A sound understanding of government operations within developing country settings.

Competencies:

Respect for Diversity
Works effectively with people from all backgrounds. Treats all people with dignity and respect. Treats men and women equally. Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision making. Examine own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group. Encourages others to evaluate systems, processes & behaviour to ensure respect for diversity is demonstrated
Working with Others
Manages conflict and works towards mutual solutions Identifies organisations with which to partner for specific solutions Encourages others and provides them with the autonomy to pursue relationships Uses personal influence to establish compromise and agreement when faced with conflict Demonstrates balance between directness and diplomacy in negotiations Uses influence to persuade partners and third parties toward Commonwealth Secretariat aims Encourages and supports others in demonstrating cultural awareness when working with others
Managing Resources
Manages programme and cross team activities against specific objectives/results Manages available resources in order to meet objectives e.g. by effective and efficient use of budget inter alia Identifies the best method and resources when high level course of action



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has been identified
Analyses available resources and what activity they will enable
Takes responsibility for multi team/programme activities
Manages diverse motivations of a range of groups in large scale programmes

Decision Making

Determines what can be realistically achieved when deciding on strategic solutions
Is proactive and responsive in making decisions on complex, technical issues based on appropriate information
Considers the relevant justifications for a particular course of action
Takes context into consideration when making decisions
Makes effective decisions when acting on behalf of a senior colleague, seeking advice where appropriate
Bases actions and approaches on the root cause of an issue, rather than the symptoms

Accountability

Takes ownership of assigned tasks, honours deadlines.
Ensures timely delivery of outputs within defined cost and quality standard parameters.
Takes responsibility for own shortcomings and compliances.
Supports subordinates, provides oversight and takes responsibility for all delegated assignments.

Leadership & Development

Reinforces vision throughout organisation e.g. by acting accordingly inter alia
Identifies and develops leadership skills in others
Empowers others to take control of their own development and progression
Offers sound guidance and direction on complex and critical issues
Maximises the potential of others e.g. by creating suitable opportunities for development inter alia

June 2020